



Maricopa County
Ryan White Part A Program
Policy and Procedures

Legal Services

Effective Date: 03/01/2011

Revised Date: 03/01/2011

Reviewed Date: 01/10/11

PURPOSE:

To guide the administration of Ryan White Part A Program's Legal Services (a support service under the Act). The administration of funds must be consistent with Part A client eligibility criteria and the service category definitions established by the Ryan White Part A Program Planning Council.

The Ryan White HIV/AIDS Treatment Extension Act of 2009 defines support services as services needed by individuals with HIV/AIDS to achieve medical outcomes. Medical outcomes defined as those outcomes affecting the HIV-related clinical status of an individual with HIV/AIDS.

POLICIES:

- The funds are not intended as unlimited legal services and are to assist with legal issues which adversely affect the eligible client's health and other day-to-day activities that are directly related to the HIV-related clinical status of an individual with HIV/AIDS.
- These services may be delivered via telephone, office visits, home or hospital visits to necessitate completion.
- All communications made on behalf of the client are to be documented in the client chart and must include a date, time, person(s) spoken with and a brief summary of what was communicated in adherence with the client charting definition.
- All activities performed must be directly related to the HIV-related clinical status of an eligible client and documented appropriately in the client chart.
- Appropriate client authorized releases of information must be on file to allow for the proper inter-provider communications needed to increase the likelihood of desired health outcomes related to the HIV-related clinical status of an eligible client.
- All fee- for- service reimbursements made under this service are limited to the current Arizona Health Care Cost Containment System (AHCCCS) reimbursement rates, as applicable, or a reasonable rate approved by the Administrative Agency. Contractors with direct cost reimbursement contracts will be reimbursed for actual/allowable costs incurred during the contract period.
- Specific clinical outcomes (as defined by the Maricopa County Ryan White Part A Office) need to be measured and reported for this service.



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- Legal services may not be used for: accommodation, adoption/guardianship, child custody, collections/finance, dissolution of marriage, employment discrimination, incarcerated rights, individual rights, insurance issues, or bankruptcy proceedings.
- All direct service providers must meet the service category's Standards of Care as defined by the Ryan White Part A Planning Council.

CLIENT ELIGIBILITY CRITERIA:

To be eligible for Legal Services, a client must meet all of the standard eligibility criteria as defined in Section 3 Client Eligibility. For the Federal Poverty Limits for this service category, see Appendix – Menu of Services.

As hotline calls are provided to unregistered, anonymous clients, services rendered under this subcategory are not subject to eligibility requirements.

DEFINITIONS:

Legal Services:

Legal Services are the provision of services to individuals with respect to powers of attorney, do-not-resuscitate orders and interventions necessary to ensure access to eligible benefits, including discrimination or breach of confidentiality litigation as it relates to services eligible for funding under the Ryan White Program. It does not include any legal services that arrange for guardianship or adoption of children after the death of their normal caregiver.

Client Charting:

All paper chart documents must be original documentation and contain original dates and signatures of contract budgeted staff providing services i.e. assessments, treatment plans and progress notes. All Electronic Medical Records must include authenticated, dated electronic signatures. The AA will only review documentation that is authenticated original documentation, and will not accept copies of assessments, treatment plans and progress notes as acceptable documentation of services provided. Any records that do not include authenticated signatures of budgeted contract staff providing services will be considered unallowable units, and will not be reimbursed.

ELIGIBLE COSTS AND SERVICES:



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Legal Hotline:

- Answer questions and/or concerns to anonymous callers in the area of legal services that are approved for funding under the Ryan White Part A policies in written or telephone communications appropriate to the caller's needs.

1 unit = 15 minutes

Estate Planning Assistance:

- Prepare simple wills, Powers of Attorneys, Do Not Resuscitate orders and other documentation which allows the eligible clients to place in writing their wishes regarding finances, healthcare, end of life issues and financial arrangements for themselves and their minor dependents when applicable.

1 unit = 15 minutes

Healthcare Issues Assistance:

- To provide legal information, intervention and representation for eligible clients to protect healthcare privacy/confidentiality and address necessity of life issues limited to income continuation related to Social Security Benefits, disability benefits, public benefits or medical benefits denials for themselves and their minor dependents living with the eligible client when applicable.

1 unit = 15 minutes

Housing Issues Assistance:

- To provide legal information, intervention and representation for eligible clients to ensure access to eligible benefits and address necessity of life issues limited to housing discrimination, landlord/tenant disputes, prevention of homelessness and eviction process matters for themselves and their minor dependents living with the eligible client when applicable.

1 unit = 15 minutes